

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 6791
Job Title: Aide to the Commissioner I
Salary Grade: 24
Bureau: Cook County Board of Commissioners
Department: Cook County Board of Commissioners
Dept. Budget No. 081 through 097
Position I.D. See Cook County Employment Plan, Exempt List, Exhibit B
Shakman Exempt

Characteristics of the Position

General Overview

Provides executive administrative assistance to the Office of the Cook County Commissioner as assigned by the Commissioner or his or her designee. Manages the office including bookkeeping, payroll, timekeeping and supplies issues. Processes payment requests including rent, utilities, and professional services payments for the Commissioner's Office. Performs administrative tasks for the Office. Maintains the Commissioner's schedule. Prepares confidential memoranda, reports and materials of records for the Commissioner. Prepares various types of correspondence and reports, including but not limited to correspondence generated by the Commissioner. May be privy to highly confidential records, the Commissioner's schedule and confidential correspondence, including matters related to individual constituents. May work directly with other elected officials or their staff, department heads and bureau chiefs as needed or directed. Assists with constituent and community concerns and outreach including through various sources of media. Coordinates and serves as liaison for community events. Performs special projects and assignments as directed.

Other duties may be assigned as directed by the Commissioner including but not limited to administrative, supervisory, legislative, research and scheduling duties. Said duties shall be assigned in a manner that is commensurate with the candidate's background, experience and qualifications, including preferred qualifications. Due to the small size of the Commissioner's staff, all staff members are expected to assist one another as needed in any task to ensure the efficient and effective functioning of the office and to serve constituent needs.

Key Responsibilities and Duties

Provide executive assistance directly to the assigned Cook County Commissioner and prepare and maintain confidential records, correspondence, agendas, files and schedules.

Assist in determining and managing the Cook County Commissioner's executive itinerary, including but not limited to the coordination of meetings and preparation of meeting agendas.

Establish uniform correspondence procedures and practices for the Cook County Commissioner.

Assist in formulating procedures for systematic retention, protection, retrieval, transfer and disposal of records with the County's Local Records coordinator.

Screen calls and visitors, answer questions in writing or verbally, and handle routine matters pertaining to the administration of the Cook County Commissioner's Office.

Assist with constituent and community outreach including Commissioner's brochures, mail, website and other media.

Coordinate special events hosted by the Commissioner's Office or for the Commissioner to attend.

Manage the Commissioner's Office, including bookkeeping, payroll, timekeeping, and office supply maintenance.

Interact with persons of all backgrounds, cultures and affiliations within all levels of government, business or non-profit entities on behalf of the Cook County Commissioner.

Knowledge, Skills and Abilities

Good communication skills; ability to exercise diplomacy, gather information from others and make inquiries; ability to convey information and explain or discuss office policy and procedure with others in person or by telephone.

Ability to follow-up in a thorough and timely manner relative to all requests and/or unresolved business.

Skill and accuracy in the control, organization and maintenance of files and records according to various methods.

Skill in the application of complex instructions, written and verbal; ability to accurately relate such instructions in full or part to others as directed.

Ability to coordinate several tasks at one time and perform well under pressure.

Minimum Qualifications

High School Diploma or General Education Development (GED) certification PLUS two (2) years of full-time equivalent work experience **OR** graduation from an accredited college or university with a Bachelor's Degree.

Preferred Qualifications

Experience supporting a senior executive.

Experience working with governmental entities or officers.

Knowledge of the Microsoft Office Suite, including Microsoft Outlook, Word, and Excel.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.